

ACTION MEMO

(Month Day, Year, Time)

FOR: SECRETARY OF DEFENSE

DepSec Action _____

FROM: T. J. Jones, Special Assistant to the Secretary of Defense for Special Programs **(Note: The originator signs on this line. If someone signs “for” the originating official, print the signer’s name and title below the signature.)**

SUBJECT: Sample Action Memorandum

- State what the addressee should do using succinct bullet paragraphs. Double space between bullets.
- Explain why it is OK for the recipient to take the recommended action. See Chapter 4 for suggested methods for organizing key points.
- Attach a signature item at TAB A, the incoming correspondence at TAB B, and background or supplemental information at TAB C, and continue sequentially as needed. Coordination should be provided at the last tab in the package.

RECOMMENDATION: Secretary of Defense sign correspondence at TAB A.

NOTE: If no document for signature use:

RECOMMENDATION: That Secretary of Defense approve subject matter, e.g., course of action, release of funds, etc., by initialing:

Approve _____ Disapprove _____

COORDINATION: TAB D (or last tab in package) (or NONE)

Attachments:

As stated

Classification Authority and Declassification Instructions

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